

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2015-007	Date: May 4, 2015	Ref:
Subject:	GROUNDSKEEPER	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: Groundskeeper, FSN-2/CC*
OPENING DATE: May 4, 2015
CLOSING DATE: May 18, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: OR – Ordinarily Resident - **XAF 3,328,825 p.a.**
(Starting basic salary) Position Grade: FSN-02
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

*NOR - Not Ordinarily Resident - AEFM: **US\$20,419 p.a.**
EFM/MOH – **US\$20,419 (Starting salary) p.a.**
(Position Grade: CC to be confirmed by Washington)

NOTE:

ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **Groundskeeper**.

BASIC FUNCTION OF POSITION

Maintains the grounds of the Embassy compound and off-compound properties leased by the Embassy. Plants and cuts grass, trims at walks and drives, plants and prunes flowers and shrubbery, sweeps walkways and roads, cleans exterior windows, power wash surfaces, removes trash and debris. Maintains and repairs compound irrigation system. Cleans and maintains outdoor spaces, pool and building exteriors as needed and directed by supervisor. Must have knowledge of all cleaning, irrigation and gardening materials, equipment and be able to work independently and as a team member.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of Primary School is required.

2. **Experience:** At least one year of past proven experience in horticulture, landscaping or groundskeeping environment is required.
3. **Language:** Level II Spanish and Level I English are required.
4. **Job knowledge:** Must know correct materials to be used to perform duties. Should know correct cleaning and gardening methods to be used when and where. Working knowledge of how to plant and care for plant life. Rudimentary knowledge of landscaping and irrigation systems.
5. **Skills and Abilities:** Must be capable of performing repeated physical labor, be able to lift 20 kilograms, operate lawn maintenance equipment, dig, haul, shovel, rake, and follow safety measures. Must be able to deal with USG and FSN personnel in a professional and polite manner.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
 3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Malabo,
Address: Malabo II Highway,
Or email: malaboapplicant@state.gov
Malabo - Equatorial Guinea

POINT OF CONTACT:

HR Section, Tel: (+240) 333095741, Ext. 4334.

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.